



Records & Information Management Service

Notice 2
March 22, 2012

New Commissioner RRS

New Commissioner General Administrative Records Retention Schedule #200.2

Special points of interest:

- All records retention schedules can be found on the [RIMS website](#).
- The General Administrative Records Retention Schedule (GARRS) is currently being updated and should be completed in the first half of 2012.
- To transfer records to the State Archives, complete the [Transfer of Public Records to the Alaska State Archives Transmittal/Receipt](#) form and email it to [Chris Hieb](#).
- A webinar on how to use and interpret records retention schedules will next be held on April 26th from 10:30 a.m. – 11:30 a.m.

To register, please contact [Gordon E. Brown](#).

The Records & Information Management Service has updated the Commissioner General Administrative Records Retention Schedule.

This schedule should be used by all Office of Commissioner staff alongside the General Administrative Records Retention Schedule ([GARRS](#)) #100.3 and their own agency schedule if they have one e.g. the Department of Fish & Game's Public Communications Office,

will need to refer to all three schedules to ensure that their records are being retained for the correct retention period.

The new Commissioner schedule #200.2 contains records series that are also in the GARRS but need to be retained longer as they are Commissioner's records.

If you are transferring inactive records covered by the Commissioner schedule to a records center, please start to reference the new

schedule and item numbers on the Records Transfer List ([RTL](#)).

Please also reference the new schedule and item numbers when sending records to the State Archives.

The new schedule has been published on the [RIMS website](#).

If you have any questions regarding this, please do not hesitate to contact [Gordon E. Brown](#).